



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INSTITUTIONAL RECREATION PROGRAM SUPV

Job Number: 20000969

Job Code: 41340V000101

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, directs, coordinates and supervises the therapeutic recreational program in a state institution for people with disabilities; supervises recreational therapy personnel; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in recreation, physical education, special education or a related field.

EXPERIENCE:

Must have three years of experience in recreation, physical education, special education or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in recreation, special education, physical education or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in planning recreation, physical education, special education or a related field will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, directs and coordinates therapeutic recreation activities to meet the needs, interest and abilities of residents. Plans, assigns and supervises the work of recreational therapy personnel. Plans and maintains recreation budget. Has responsibility for recreation equipment, supplies and facilities. Orders recreation supplies and equipment as needed. Performs public relations functions to explain program philosophies and activities. Works with institutional personnel in developing and coordinating recreational activities. Trains recreational personnel. Recruits volunteers for the recreation program. Prepares progress notes on patients. Serves on institutional committees. Provides crisis counseling for students when necessary. Prepares statistical reports.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typically works in an institutional or hospital facility. Will typically work in an office setting overseeing recreational programs. Will occasionally oversee recreational activities in an outdoor setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.